

YORK COUNTY JOB DESCRIPTION

JOB TITLE: RESIDENTIAL CARE SUPERVISOR JUVENILE SERVICES - CROSSROADS COMMUNITY YOUTH HOME JUVENILE SERVICES/COMMUNITY SERVICES

GENERAL STATEMENT OF JOB

Oversees entire clinical program, establishing new and expanded services to meet the needs of youth and families. Performs supervisory and counseling work associated with treatment plans for Crossroads Community Youth Home. Supervises the work of a number of counselors, volunteers, and a cook at the home. Works directly with youths and their family members, educators, and other interested parties. Oversees the group home program in the absence of the Program Manager III. Responsible for supervising interns and shifts of workers. Ensures the identifiable needs of youth are being addressed. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS

Responsible for the supervision of assigned staff to include Counselors, Cook, Relief Staff, interns, and volunteers. Evaluates employees' performance and provides feedback; provides training and staff development to employees; interviews perspective new staff for hiring, and facilitates orientation of new hires to the facility grounds, and orientation checklist completion.

Assigns current staff to mentor new employees. Ensures that staffing is adequate on all shifts; coordinates counselor activities and shift schedules; responsible for all activities at the home; supervises treatment services.

Assesses, evaluates, and diagnoses client population as part of intake process to determine needs of youth and family in order to make referrals for services.

Provides crisis intervention services to residents, and to employees in employment related issues.

Executes remedial and developmental counseling programs for individuals, groups, and families. Provides counseling and psychotherapy to clients individually, or in groups using behavior therapy and teaching life skills such as coping, group living, societal expectations, etc.

Assists the Program Manager III in planning and organizing operations of the group home.

Develops and maintains a working knowledge of all licensing standards which govern the administration of the program.

Reviews and evaluates current group home policies and procedures providing recommendations and assistance in streamlining systems, program development, case record reviews and intake strategies.

Acts as a consultant to other staff and volunteers regarding assessment diagnosis, coordination of

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services, and referrals to various community services utilizing staff to interface with program services, and to provide an after-care program for youth prior to discharge.

Performs intake duties and assessment of youth and families referred to the program, assessing the mental status of the client, and identifying needs relative to counseling program; assists counselors in the development and execution of treatment plans; ensures that individual client files are prepared and maintained.

Gathers and develops manuals, statistics, and reports; assists in developing program evaluation.

ADDITIONAL JOB FUNCTIONS

Participates in staff and various inter-agency committees.

Is subject to being called back to work 24/7 for consultation with staff and supervision.

Assumes responsibility for the care and upkeep of the facility, and performs other related work as needed.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of applicable state codes, particularly those that deal with juveniles.

General knowledge of modern behavioral management counseling techniques and practices.

General knowledge of child and adolescent behavior.

Some knowledge of human resources issues such as the Fair Labor Standards Act and the Family Medical Leave Act, as well as labor laws governing youth who are employed while in the programs.

Effective communication, interviewing, and crisis intervention skills.

Ability to evaluate, diagnose, and assess the clinical needs of maladjusted youth, as well as supervise assigned staff treating these youths.

Ability to prepare and guide/train assigned staff in preparing comprehensive treatment plans.

EDUCATION AND EXPERIENCE

Requires a bachelor's degree in criminal justice, public administration, counseling, social work, criminal justice, or a closely related field, and 2 to 4 years of experience in juvenile justice system and human services work; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Master's degree is preferred.

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SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the Commonwealth of Virginia. Requires an acceptable background check.

**PHYSICAL AND MENTAL STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including a calculator, automobile, etc. Work includes occasional lifting and moving of objects.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to employees, assistants and clients.

Language Ability: Requires the ability to read records, manuals, applications, investigations, reports, codes, etc. Requires the ability to prepare reports, budget proposals, correspondence, records, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals; to understand and apply the theories of descriptive statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

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Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate levels of stress.

Physical Communication: Requires the ability to talk and/or hear.

Prepared By: _____

Date: _____

Approval _____